

Merit Promotion Announcement

POSITION: Contract Specialist, GS-1102-09/11/12 (Target GS-12)

ANNOUNCEMENT NO.: 04-797-03

NUMBER OF VACANCIES: 1 or more

STARTING SALARY RANGE: GS-09: \$41,255 - \$53,632 per annum

GS-11: \$49,917 - \$64,869 per annum

GS-12: \$59,827 - \$77,775 per annum

VA Office of Acquisition & Materiel Management

National Acquisition Center

Federal Supply Schedule Service

Hines, Illinois

OPENING DATE: December 2, 2003

CLOSING DATE: December 19, 2003

DISTRIBUTION: Government-wide

AREA OF CONSIDERATION: Government-Wide, ACTAP/ICTAP, VRA, 30% or more Disabled Veterans, other Veterans (see #4 in the "SPECIAL NOTES" section) Reinstatement, etc. Eligibles

RELOCATION EXPENSES ARE NOT AUTHORIZED.

COMPLETED APPLICATION MATERIALS MUST BE RECEIVED IN THE HINES HRMD OFFICE BY THE CLOSE OF BUSINESS (4:30 P.M. CST) on the closing date December 19, 2003. Completed application materials mean that all required forms (i.e., OF-612, VA Forms 4676a and 4667b, performance appraisals, etc.) as outlined under the "How to Apply" section of this announcement are submitted. *Applicants must indicate the lowest salary or grade that you will accept in your application materials.*

DUTIES: The incumbent serves as a Contract Specialist with warranted contracting authority. The incumbent is responsible for the solicitation analysis, negotiation, awarding and administration of a group of contracts, such as definite quantity, indefinite quantity, indefinite delivery, multi-year, option year, direct vendor supply, national preferred and Federal Supply Schedules, some containing economic price adjustment provisions. The incumbent performs the full range of contract administration duties related to complex contracts. The incumbent makes final determinations relative to price adjustments, deviations from contract terms and conditions, delivery schedule changes, supplemental agreements, change orders, disclosures, and other related contract matters; conducts negotiations for supplemental agreements, adjustments, or settlements; and coordinates throughout the contract administration process with quality assurance personnel, auditors, program personnel, general counsel, personnel from contractor firms, and the general public at large. The incumbent serves as a contract administrator/contracting officer for a broad range of contracting responsibilities including price/cost analysis, negotiation, administration, cancellation and termination of high dollar volume and complex or unique contracts, situation, or occurrences; serves as coordinator and main contact point to establish specialized contracts and agreements such as but not limited to prime vendor, alternative distribution methods, and national contracts which meet customer needs; conducts initial conferences with contractors to provide information and clarify special provisions of the contract; remains cognizant of socio-economic contracting goals and accomplishments; negotiates prices and executes supplemental agreements for the National Acquisition Center's high dollar volume and complex commodity contracts; negotiates directly with contractor personnel to obtain final settlement; assures postaward actions are taken consistently and comply with Federal Acquisition Regulations (FAR) and other applicable regulations, policies and procedures, and has no significant affect on VA; and participates in conferences and meetings with customers, industry, and various government agencies and officials.

(NOTE: Similar duties are performed under closer supervision at the GS-09 and GS-11 grade levels.)

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QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENT: To qualify for this position candidates must meet the basic qualification requirement as set forth in the OPM Individual Qualification Standard for the GS-1102, Contract Specialist Series, revised and effective January 1, 2000, which states that candidates for these positions must possess either:

- A. A 4-year course of study leading to a bachelor's degree with a major in any field

OR

- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees **must** meet specialized experience requirements when seeking another position.

In addition to the Basic Requirement candidates **must** also meet the experience requirements as outlined below. This is a summary of the qualification standards as outlined in Qualifications Standards Handbook (replaces OPM X-118) dated July, 1993. See your Human Resources Management Division for information on qualifications as specified in the Qualification Standard.

GRADE	EXPERIENCE		OR EDUCATION
	GENERAL	SPECIALIZED	
GS-09	None	1 year at least equivalent to GS-07	2 full academic years of progressively higher level graduate education or master's or equivalent graded degree or LL.B. or J.D.*
GS-11	None	1 year at least equivalent to GS-09	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree*
GS-12	None	1 year at least equivalent to GS-11	No Substitution

SPECIALIZED EXPERIENCE: Experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of that position and which is typically in or related to the position to be filled. Specialized experience is defined as experience performing contracting work that included a full range of acquisition review and management services. This experience must demonstrate work in the contracting field which included developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; negotiating, awarding, and termination of a variety of contracts, contract modifications, and/or subcontracts; administering the terms and conditions of contracts; analyzing

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proposed prices or costs; and formulating policies and procedures for the acquisition of goods and/or services. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

***GRADUATE EDUCATION SUBSTITUTION:** To qualify for contracting positions on the basis of graduate education, graduate study in or a combination of the following fields is required: acquisition management, business administration, contracting or procurement, economics, finance, industrial management, law, management and organization, marketing, public administration, purchasing, quantitative methods, or other fields related to the position to be filled.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours will be considered as satisfying the 1-year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

SPECIAL NOTES:

1. All candidates must meet the minimum requirements of qualifications standards established by the VA or the OPM (Qualifications Standards Handbook).
2. Candidates must meet statutory and regulatory requirements including time-in-grade (which is one year at the at the GS-09 for the GS-11; and one year at the GS-11 for the GS-12) and time-after competitive appointment requirements in order to be eligible for consideration.
3. Once a properly constructed promotion certificate is issued, it may be used for up to six months after the issuance date.
4. Selection at the GS-09 or GS-11 grade level **does not** guarantee promotion to the next higher grade level.
5. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
6. For education to be creditable it must have been gained while attending an **accredited** college and/or university.
7. If your agency does not use training records **or** your training record is not current, you may use plain bond paper to list your training which should include the title(s) and date(s) of completed training.
8. In accordance with VA Handbook 5005, "Staffing", (formally VA Directive 5295, "Title 5 Employment Applications") in Chapter 3, Paragraph 1c, VA employees **must** submit an OF-612, "Optional Application for Federal Employment" when applying for VA Title 5 positions. The SF-171, Application for Federal Employment" may be substituted for the OF-612 if the employee so chooses. **No resumes or other written format will be accepted from VA employees by this office.**
9. In accordance with HRM Letter No. 05-01-01 please note that this office will no longer be able to use the Official Personnel Folders (OPFs) during the merit promotion process for the VA employees assigned to Stations 794 (SAMS), 796 (SDC), and 797 (NAC), which are serviced by this office. Therefore, effective immediately employees assigned to the aforementioned stations must submit complete application packages as outlined in the "HOW TO APPLY" section of this announcement.

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NOTE: If you are a displaced or surplus Federal employee, see the special instructions for priority selection consideration on the last page of this announcement. Applicants desiring priority selection consideration under the Agency Career Transition Assistance Program (A-CTAP) must be rated among the “well-qualified” group of candidates. “Well-qualified” for this position includes those candidates who have been determined to meet or exceed the fully satisfactory level of the crediting plan for the rating elements listed above.

BEST-QUALIFIED DETERMINATION (KSAs): Qualified promotion candidates will be ranked on the basis of their experience, education, appraisals, training, awards, and outside activities to the extent that they show possession of the rating factors listed below:

1. Ability to analyze, negotiate, administer, and terminate (or cancel) multi-year government contracts.
2. Knowledge of Federal, VA, and GSA acquisition laws, rules, regulations, and policies.
3. Skill in oral communications which demonstrate a negotiation techniques in order to serve as a negotiator, deal with a variety of high level industry and/or Government officials, conduct meetings/conferences etc.
4. Skill in written communications to prepare various correspondence, reports, briefings, white papers, purchase descriptions, statement of work, specifications, etc.

HOW TO APPLY: All Current VA Employee Applicants: 1. Please complete VA Form 5-4078, "Application for Promotion or Reassignment". 2. Submit an application for employment, which may be a SF-171, "Application for Federal Employment", or an OF-612, "Optional Application for Federal Employment". 3. You must also submit VA Forms 5-4676a and 5-4667b using rating factors (KSAs) listed above as well as your training record, current Annual Performance Appraisal and latest SF-50B (Notification of Personnel Action), ***which shows your current title, series, grade, and salary.*** 4. Copy of your official college transcript(s). All items listed must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

Applicants from other Federal Agencies: 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit a copy of your most recent SF-50B (Notification of Personnel Action), which ***shows your current title, series, grade, and salary,*** a current Performance Appraisal, and a copy of your training record. 3. Applicants are also responsible for responding to the rating factors (KSAs) and having their immediate supervisor respond to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official college transcript(s). The application package, items 1, 2, 3 and 4, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

Applicants under other Appointing Authorities (i.e., Reinstatement): 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit an official copy of your college transcript(s). 3. Submit a copy of your last SF-50B (Notification of Personnel Action), which ***shows your current title, series, grade, and salary,*** if applicable. 4. Applicants are also responsible for responding to the rating factors (KSAs)

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listed in this announcement under Best Qualified Determination (use plain paper). 5. Submit an OF-306, "Declaration for Federal Employment". The application package, items 1, 2, 3, 4 and/or 5 must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

Applicants applying under any Special Appointment Authority for Veterans: 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format ***and*** a copy of ***all*** DD-214s. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit a copy of your college transcript(s). 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official college transcript(s). 5. SF-15, Application for 10-points Veteran's Preference, if applicable. 6. Submit an OF-306, "Declaration for Federal Employment". The application package, items 1, 2, 3, 4 5, and/or 6, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

Overnight Address: If you wish to send an overnight package by an organization other than the U.S. Postal Service you should send your package to VA National Acquisition Center, Human Resources (90N-HR), 1st Avenue 1 Block North of 22nd Street, Building 37, Hines, Illinois 60141.

The VA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resource Management Division. The decision on granting reasonable accommodation will be on a case-by-case basis.

ACTAP/ICTAP APPLICANTS: In addition to submitting the application materials listed above, please follow the instructions at the end of this announcement. All items listed must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

This office will retain all applications and supporting documents. ***Please do not submit copies of previous job (position) descriptions, manuscripts, personal endorsements (such as letters/memos of appreciation/recommendations), certificates (such as training, awards, appreciation, etc.) or other unsolicited materials. If such materials are submitted they will be removed from your application materials. After receipt, no requests for copies will be honored. Failure to comply with all the application procedures may result in an applicant being rated ineligible for the position or receiving less than full credit in the evaluation and ranking process.***

Use of postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. **Applications submitted in postage-paid government envelopes or from any fax machine will not be accepted.**

THE POSTING of this announcement is a solicitation for applications from current VA employees for competitive considerations. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointment authorities such as those for disabled veterans, veterans readjustment appointment (VRA) eligibles, severely disabled individuals, etc., if these individuals apply.

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<p>All applicants tentatively selected for VA employment (in a testing designated position) are subject to urinalysis to screen for illegal use prior to employment. Applicants who refuse to be tested will be denied employment.</p>

ACTIONS to fill this position will not be based on discriminatory factors that are prohibited by law.

THIS POSITION IS LOCATED IN A SMOKE FREE BUILDING.

//s/ David C. Pollard

DAVID C. POLLARD

Human Resources Specialist

Human Resources Management Division

Phone Number: 708-786-7715

Distribution: Government-wide

SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice, or a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice, retired **on** the effective date of the RIF and submits Standard Form 50 that indicated "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.). There is no longer a passive third-party referral program.

6. Be rated well qualified for the position.

SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED VA EMPLOYEES

A displaced or surplus employee is entitled to receive selection priority for jobs within his/her own agency before other persons, either within or outside the agency, may be selected under the provisions of the Agency Career Transition Assistance Program (ACTAP). That entitlement is subject to the following conditions:

1. The employee must not have been separated yet by RIF; eligibility ends on the RIF separation date;
2. The employee must apply on his (her) own for the vacancy. There is no longer a passive, third party referral program. The application must be filed timely and meet all the application criteria.
3. Have a current performance rating of record of at least fully successful. *A copy of the performance appraisal must be submitted with the application.*
4. The vacancy must be in the same commuting area as the employee's duty station.
5. The vacancy must be at or below the grade level of the job from which the employee will be separated. The vacancy must also have no greater promotion potential than the position from which the employee will be separated.
6. The employee must be rated well qualified for the position.
7. The employee must submit a copy of the certification/displacement letter addressed to the employee. This information will be verified with the employee's servicing Human Resources Management Division.